CSU Channel Islands

Division of Academic Affairs
Computer Refresh Business Practice

Scope:

Faculty and Staff

Responsible Department:

Academic Planning and Budgeting (APB)

Last Review Date:

October 4, 2019

Purpose:

- The computer refresh business practice within the Division of Academic Affairs aims to provide routine replacement of faculty and staff computers
- The overall purpose of this business practice is to ensure that the computing resources in the division are up-to-date and supportable and that out-of-warranty and red-tagged computers are refreshed

Computer Refresh Eligibility:

- At the **end of the five-year lifecycle**
- Upon major malfunction not covered under the four-year extended warranty that came with your original computer
- New, permanent staff employee hires (initial purchases for new faculty members are covered via start-up funds not the computer refresh process)
- The CSUCI ITS Business Practice for Hardware End-of-Life and "Red Tagging" can be found here: https://www.csuci.edu/its/policy/bp-03-012.htm
- The CSUCI ITS statement on computer refreshes can be found here : https://citechnologynews.blogspot.com/2019/09/computer-refresh-at-csuci_16.html

Funding:

- Computer refreshes are covered through general fund budget allocations held centrally by the Division of Academic Affairs
- Maximum computer refresh funding amounts are as follows:
  - Mac (Apple) Replacement - Up to $2,000
  - PC (Dell) Replacement - Up to $1,500

- Purchases which exceed the maximum refresh funding amounts must be covered by the department

Available Standard Options:

- Desktop
  - Dell Optiplex 7470 All-in-One Desktop ($1,017.10 includes keyboard and mouse)
  - Apple iMac Desktop 21.5in ($1,875.95 includes keyboard and mouse)
- Laptop
  - Dell Latitude 7400 Laptop ($1,113.67)
  - Dell Latitude 7400 Laptop Complete ($1,521.23 includes mouse, keyboard, external 22-inch monitor, and docking station)
  - Apple MacBook Pro 13in ($2,156.18)
  - Apple MacBook Pro 13in ($2,531.34 includes keyboard and mouse)
- Monitor
  - Dell P2419H 24in Monitor
- Computer quote information can be found on the CSUCI Information Technology website

Department Responsibilities:

- Theft replacement (lost or stolen)
- 24 inch and larger size monitor
- Second monitor
- Secondary computer
- Printer
- Scanner
- Wired/wireless keyboard and mouse, unless included as an available standard option
- Docking station, unless included as an available standard option
- Laptop bag
- Cables
- Speakers/stereo

Non-Compliance:

- Computers purchased that do not follow the *Computer Refresh Business Practice* will not be funded centrally through the computer refresh program and must be paid for by the department

Purchase Timeline:

- Computer purchases must be made in the fiscal year in which the request is approved
- To accommodate year-end deadlines in Procurement and Contract Services and to ensure delivery by June 30, RGS requests must be submitted no later than April 30

Utilization of the *Computer Refresh Request Form*:

- The *Computer Refresh Request Form* (as found on the [Academic Planning and Budgeting](#) website) must be utilized to request a computer refresh

Notification of Approval of Computer Refresh:

- Once the *Computer Refresh Request Form* is received, Academic Planning and Budgeting will review the request and verify eligibility against the CSUCI Information Technology computer inventory list
- An email will be sent to the requestor indicating approval or denial from Academic Planning and Budgeting
- If approved, the following steps must be taken:
  - Submission of a Request for Goods and Services (RGS) via PeopleSoft
  - RGS must reflect 616903-GD901-896 as the funding source/accounting string
  - If the RGS exceeds the maximum computer refresh funding amount (as listed above), the overage must be covered by the department and shown on a separate line on the RGS
  - Completed RGS must be returned via the [Academic Planning and Budgeting](#) website and uploaded to Dropbox via the "RGS 19-20 Upload" button